

Department of City Development, City of Milwaukee

Invitation for Bid #57500
Photographic and Videographic services

Addendum #1
February 12, 2014

THIS ADDENDUM TO THE REQUEST FOR SERVICE PRICING IS ISSUED TO MODIFY, CLARIFY OR CORRECT THE ORIGINAL DOCUMENTS AND IS HEREBY MADE A PART OF SAID DOCUMENTS.

Questions and Answers:

Question 1: Is it imperative that I provide video services in order to give a bid proposal for this? I could do video but it is not my expertise.

Answer 1: The primary focus of the services under this bid will be professional photography services. In the event videography services are needed, the contractor must have basic video recording and editing experience. The work can typically be done using a professional digital camera with video recording capability and an external microphone.

Question 2: The RFP request for possible videography, but it's not detailed enough for us to BID on this part as well. Will you need just live video, editing, etc...?

Answer 2: The primary focus of the services under this bid will be professional photography services. In the event videography services are needed, the contractor must have basic video recording and editing experience. The work can typically be done using a professional digital camera with video recording capability and an external microphone.

Question 3: The paperwork claims the photographer's cost per hour should NOT be less than \$9.51 per hour (based on the new living wage. I'm not sure it's worth his [photographer] time and effort to fill out all this paperwork (the RFP) because I know he typically earns over \$35/hour for his services.

Answer 3: The paperwork speaks to the *minimum* hourly rate. This is required under the City's Living Wage ordinance. The Purchase Order resulting from this bid will require all workers employed by the Contractor in the performance of this contract, whether on a full-time or part-time basis, to be paid a base wage of not less than \$9.51 per hour

Question 4: The request for work photo samples, can that be in the form of a CD or DVD?

Answer 4: Yes.

Question 5: To confirm that the only documents to be returned in my bid packet shall be: The top page with the actual bid price?

Answer 5: The signed cover page with the hourly rate must be submitted **along with:** references (per Section II(C) of the specifications), samples of still photos (per Section II (D) of the specifications), and a signed copy of this addendum.

Question 6: Are the documents requiring a notary need to be signed, and added to the bid packet. Will I need to have the notary stamped?

Answer 6: The documents requiring a notary (regarding the living wage requirements) do not need to be submitted with the bid. The document entitled “Affidavit of Compliance - Living Wage Provision” will need to be filled out, signed, and notarized by the lowest bidder before a Purchase Order will be issued.

ALL PROPONENTS SHALL ACKNOWLEDGE RECEIPT AND ACCEPTANCE OF ADDENDUM NUMBER 1 (DATED February 12, 2014) FOR REQUEST FOR SERVICE PRICING #57500, BY SIGNING IN THE SPACE PROVIDED AND SUBMITTING THE SIGNED ADDENDUM WITH YOUR BID. BIDS SUBMITTED WITHOUT THIS ADDENDUM WILL BE CONSIDERED NON-RESPONSIVE.

SIGNED THIS _____ DAY OF _____, 20__.

SIGNATURE

COMPANY NAME